

Academic Honesty Policy and Procedures

Students are given a copy of our school's IB Academic Honesty Policy at the beginning of their junior year and again at the beginning of their senior year. They are asked to review it with their parents, sign it, and return it to the IB Coordinator. Copies of the code are posted in each subject area classroom and in the IB Office, as well.

Azusa High School International Baccalaureate Diploma Program Honor Code

Honesty, trust, fairness, respect, responsibility, and integrity form the cornerstone of the International Baccalaureate Academic Honesty Policy at Azusa High School and are central to the high standards by which all students should live. The IB Academic Honesty Policy begins with the belief that every student has the right to pursue an education free from the ills caused by any form of intellectual dishonesty.

It is understood that the IB course of study is challenging, and while group study is both accepted and encouraged, ethical conduct is expected at all times. Teachers are expected to review the Academic Honesty Policy with their students at the beginning of each semester.

Responsibilities of Students, Teachers, Parents, and Administrators:

- Students are expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. Students should also understand the basic concept of intellectual property and violations thereof (for example, peer-to-peer file sharing). No assignment is exempted from this policy.
- Teachers are expected to review the policy of Academic Honesty with their students at the beginning of each semester. Further, IB Symposium teacher (video and discussion on academic honesty) and TOK teacher (article close read and discussion) have the responsibility of teaching the academic honesty policy including and emphasizing the fundamentals: honesty, trust, fairness, respect, responsibility, and integrity. It is the responsibility of each teacher to confirm that, to the best of their knowledge, all students' work accepted or submitted for assessment is the authentic work of each student. The teacher is also expected to enforce the policy in all instances of academic infringement and malpractice following the process as outlined below. The need to acknowledge the source of all information, including, but not limited to data, computer programs, photographs, diagrams, illustrations, and maps must also be made clear to students by their subject teachers using MLA, Chicago, or APA format.

- Parents/guardians are expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with their student and encouraging the student to practice Academic Honesty throughout the student's years at Azusa High School. Parental understanding and cooperation is an important factor in encouraging academic honesty and should not be overlooked.
- Administrators are expected to support the spirit of Academic Honesty with students, parents, counselors, teachers, and other staff members through equitable enforcement of the policy in conferences and in each classroom. At the direction of the administration the Academic Honesty Policy will be reviewed with students and staff at least once a year during the first semester. Disciplinary action taken with students concerning the Academic Honesty Policy will follow the process as outlined below.

Behaviors and Consequences

Academic violations of the Academic Honesty Policy consist of the following:

- **CHEATING** includes the actual giving or receiving of any unauthorized aid or assistance on any form of academic work, including homework.
- **PLAGIARISM** includes the copying of or any representation of another's work as one's own.

Inherent in this code is the responsibility of an individual to come forth and report any form of violation of the Honesty Policy. Violations of the Academic Honesty Policy will be handled in accordance with the written teacher policy and considered a disciplinary matter to be generally handled as follows:

***1st Offense:** Parent Conference and student will receive a zero for the assignment.*

***2nd Offense:** Written reprimand and student will receive a zero for the assignment and may face possible exclusion from the IB Exam in the specified subject.*

***3rd Offense:** Recommendation for dismissal from the IB Diploma Program.*

These rules apply from 9th grade through graduation, including transfer students.

In awareness of the fact that new forms of cheating, plagiarism and other forms of dishonesty arise, it is expected that every student will interpret the requirement of academic honesty, trust, fairness, respect, responsibility, and integrity broadly and in good faith.

If students have any doubt as to whether a particular act constitutes academic dishonesty, they are strongly encouraged to ask a teacher or administrator first.

Updated: August 2021. Should be reviewed again in the 23-24 school year.